

The Oaks – VR2611
Strata Council Meeting Minutes
April 12, 2011

Present:	David Congram (Chair) # 101	Nancy Tse (Vice-Chair) # 306
	Rik Blok (Treasurer) # 301	Anthea Jubb # 104
	Lorne Campbell, Malcolm Karl – Pacific Dawn Management	
Regrets:	Lesia Tratch # 205	

Call to Order:

Meeting was called to order at 7:10 p.m.

Quorum Established:

A quorum was confirmed.

Previous Minutes:

This was the first council meeting since AGM so no minutes to approve.

Financial Report:

Pacific Dawn and Council were waiting for the final March statements from the Previous Management Company, When Received they will be forwarded to Council.

Business Arising From Minutes:

Leaking 4th Floor Bridge:

Council was advised that there appears to be a leak on the fourth floor bridge that needs to be investigated. Pacific Dawn was asked to contact Western Star and have a water test done to ascertain where this water is coming from and report back to Council and Pacific Dawn as to the repairs required.

Settling Southwest Path:

Rik advised the Council that the path along the Southwest of the building is requiring repairs, this is the same situation as to the repairs done on the North Pathway. Council has requested that while WestStar is in the building they supply a quote to repair the path in the same manner as was done previously (Pavers). Pacific Dawn will forward scope of work and quote when it is received.

Power Washing Building:

While the council understands the need to have the building power washed it was decided that with the building being repainted in the next year this would not be logical as part of the painting process is to power wash prior to painting.

Vent Cleaning:

Pacific Dawn has been asked to contact City Air who normally cleans the vents in the building; Pacific Dawn will also get another price from a second company to ensure the cost is accurate for the work being requested. This work will be done shortly as quotes will be in within a week or so.

AGM Minutes:

Some corrections to the minutes of the recent AGM are required to reflect accurately the goings on at the meeting. The council has requested that Pacific Dawn complete these changes and submit the minutes to Council prior to circulation.

New Business:

Correspondence Sent/Received:

No correspondence was received or sent.

Response Protocol to Enquiries:

Pacific Dawn was asked to ensure that all emails are copied to the full council to ensure that every member is aware of what is transpiring in the building; Pacific Dawn requested that they also be included in all council emails so they too were up to date. Pacific Dawn also explained that they generally reply to all emails by the next business day, this was acceptable to all members of Council.

Hand Over Update/ Outstanding:

Pacific Dawn went over the update with respect to the hand over from the last management company; while everything is going fairly smooth with this process they explained that to date only 8 of the owners in the building have sent in strata payments via Cheques or Pre Authorized Payments. A reminder letter will be sent in due course to all owners who have yet to supply Pacific Dawn with the Strata Fees.

Pest Control:

Owners in some units have reported silverfish in their homes. Pacific Dawn will contact PCO Pest Control to address the problem.

Landscaping Contract:

Pacific Dawn will contact SmartGreen Landscaping to renew last year's contract. The landscaping will be directed by the strata's gardening committee.

West Fence:

The west fence needs repairs. Pacific Dawn will ask WestStar to provide a quote.

East Fence:

The east fence is failing. Pacific Dawn will ask Sunbury Cedar (the company that replaced our west and south fences) for a quote to replace it. The neighboring property will be approached with a cost-sharing proposal.

Next Meeting:

The next meeting will be July 19th, 2011 at 7:00 pm in the Amenities Room.

Adjournment:

There being no further business the meeting was adjourned at 8:15 p.m.